

06/16/2015

**United States Embassy
Av. das Forças Armadas
1649-044 Lisboa, Portugal**

**PRE-PROPOSAL CONFERENCE HELD ON JUNE 16, 2015
SOLICITATION SPO50015Q0002**

Introduction:

The pre-proposal conference was called to order at 2.35pm. The Contracting Officer (CO) welcomed all and explained briefly his roles and duties on behalf of the United States Government (USG). Formal answers to all questions from prospective contractors are listed below. The CO explained how contracting on behalf of the USG is a transparent process and all participants should have equals opportunities. Only the written answers below plus the solicitation documentations are considered formal communications from the USG. In addition, reference was made to the Solicitation FAR and DOSAR Contract Clauses and how they may be found online at the website <http://www.acquisition.gov>.

Meeting attendees:

Embassy Staff:

Anthony Loh – Contracting Officer
Adelia Monteiro – Procurement Supervisor
Inez Machado – Shipping Assistant (COR)
Paulo Jacinto – Shipping Assistant
José Gregório – Procurement Assistant
José Freitas – Procurement Clerk

Contractors:

Galamas – José Esteves
Galamas – Filipe Pereira
Douglas Pinto - Interdean
Antonio Lemos – Interdean
Kenneth Laidlaw – Gauntlet
Raquel Machado – Gauntlet
Filipe Almeida – Global Int. Relocation
Luis Duarte - Global Int. Relocation
Jorge Costa - Global Int. Relocation
Bruno Alves – Universal Global Logistics
Bernardino Neves – Urbanos
Renato Matos – Urbanos
Pedro Silva – Citymover

Gonçalo Sousa – Citymover
Cristina Almodôvar – Premier Portugal

Ms. Adelia Monteiro (AM) explained to the meeting participants the importance of the required documentation be filled out and submitted correctly. She introduced Ms. Inez Machado and explained her roles and responsibilities as Contracting Officer Representative (COR).

Questions and Answers (Q&A)

1- Q -I assume that all sea and air shipments are made with lift vans?

A – On HHE (sea) shipments lift vans are used on UAB (air) uses tri wall carton boxes.

2 -Q – Who owns or provides the lift vans?

A - Lift vans for outgoing shipments are provided by the contractor per the required specifications. Lift vans for incoming shipments are the property of the Embassy. However, the embassy will turn the life vans over to the contractor for re-use or for disposal if they are damaged.

3 - Q - What is the definition of CWT?

A - The USG works with CWT and is defined as 100 pounds.

4- Q- What is the weight conversation rate that it is used?

A – We use the US English system, pounds or CWT (100 pounds).

5 – Q – On page 25/67 it is quoted “the scale must be official certified as accurate and must continually display documentation in testimony thereof”. Could you please elaborate more?

A – All scales used should be certified by the local government or official organization authorized to certify accuracy of scales used for commercial commerce. The U.S. Embassy may also request to visit your warehouse and inspect your scales to see if the types of scales that are utilized are in fact certified. All equipment should meet the ISO compliance.

The CO emphasized that is important for our internal customers to know the weights of the items that are being packed out, this applies to UAB and HHE also.

6 –Q - On the solicitation it mentioned that you also have services in Monte Real and Sines. Do you have any estimate regarding the packing services for these two locations?

A - At this time, we have one military family in Montreal and two State Department employees in Sines.

7 – Q- Which part of the proposal should be presented in English and which part is Portuguese language?

A - AM – On your proposal, you may present documents and certifications in the local language whenever the original was issued in Portuguese language. On section three (3) of the solicitation, namely strategic plan, and related documents, documents should be submitted in English. Please note that evaluations will be conducted in English.

On page 47 there is a list of all documents that need to be submitted along with your proposal. We recommend that you read this section. It is also very important that you fill out carefully form SF 1449 and submit it and all others that are requested on the solicitation. All Proposals will be evaluated taking into account all these documents. Failure to submit any of the required documents may lead do disqualification.

8 – Q- Forms on pages 4 and 5 are the same that are in pages 6-7.

Please note that this solicitation is for a base year contract with one option year. On the forms that you mentioned, you must quote the base year and subsequent option year. At the end of the first base year, the USG has the option to “renew” the contract for another year. On the option year price may be different from the base year. On your quotation, we ask you to please indicate if the prices are with or without VAT.

9 - Q- Clarification on page 4 Base Period Price, 4 d) Freight Handling (incoming Outgoing) (page 4/67). When we do cost handling does it include the sum of points 1 and two?

A - COR the price will be according to our request. Costs are sub-divided in packing/unpacking services and in freight handling costs, which are the transportation costs between the several points till final delivery or till port/airport.

AM – We wish to call your attention to the fact that all contractors must register in the US System for Award Management website (SAM). This registration is mandatory for contracts above twenty five thousand US dollars. At the end of this meeting we will hand you some addition information regarding the registration process. In case you already registered it will be enough to provide your DUNS number on the solicitation’s appropriate space. Section V may seem more complex than others. We advise you to read thru it and answer only those parts that are applicable to you. We realize that most questions refer to US firms, however, we have to include them on the solicitations.

It is important to clarify (page 67) the concept of “third country national” vs “local citizen”. This terminology is applicable to those citizens that are especially hired to work or for a specific task within you firm. The concept in this context does not signify nor is applicable to foreign citizens residing in Portugal but to foreign citizen especially hired temporarily with a specific reason.

One more theme that is necessary to stress out is the trafficking humans. This subject has been receiving a great deal of attention by the US authorities. We anticipate that our contractors are fully aware of this rules and regulations. The subject is also ruled out by FAR and DOSAR clauses.

All proposals should be handed in triplicate up to June 29th, 2015, at 16:00, at the Embassy entrance building (Av. Das Forças Armadas, Lisboa).

Additional questions may be sent to lisbonprocure@state.gov all answers will be published online on website: <http://portugal.usembassy.gov/gso-announcements.html>

The CO thanked all present and the meeting was adjourned at 3.30 pm and all attendees were escorted out of the compound.